*The Alliance is an Equal Opportunity Employer.*
*Visit our website at: allianceforthebay.org*

# Position Announcement: **Forests Projects Coordinator**

**About the Alliance:**

The Alliance for the Chesapeake Bay (Alliance) is a regional nonprofit organization whose vision is clean streams and rivers flowing through resilient landscapes, cared for by the people who live, work, and play in the Chesapeake Bay watershed; and whose mission is to bring together communities, companies, and conservationists to improve our lands and waters. The Alliance was founded in 1971 and has offices in Annapolis, MD, Lancaster, PA, Washington, D.C., and Richmond, VA.

**Job Description:**

This position will work on the Alliance's Forest Team on a wide range of reforestation, restoration and outreach projects in Pennsylvania. The position requires strong organizational and time management skills, careful attention to detail, administrative and project coordination experience, and the ability to form strong relationships and work collaboratively with a variety of audiences. This position will involve fieldwork and outreach including training volunteers, meeting with landowners, and implementing, monitoring, and maintaining tree planting projects. It will also entail extensive administrative duties and grant coordination. Candidates can expect a fast-paced work environment in both the office and field, with opportunity to grow and help shape future projects.

**Specific Duties of this Position:**

- Coordinate tree planting projects in the field, including landowner contact, plan writing, planting, maintenance, monitoring, and administration.
- Coordinate project implementation directly with contractors, including communication and assisting throughout the contracting process.
- Coordinate and train volunteers (in large groups and individually) on project sites, may provide on-site direction to seasonal employees and interns as delegated.
- Assist in pursuing funding that enables the Alliance to meet its Strategic Goals through the Forests Program. Includes leading and/or collaborating in multiple, varied, successful grant proposals and similar programmatic funding efforts.
- Assist with components of grant budgets and reporting, including payments, invoices, procurement and contracting, reimbursements, and other similar tasks.
- Participate in and lead various outreach efforts, including presentations, events, and similar activities.
- Participate in workgroups, collaboratives, and partnerships with other conservation organizations.
- Participate in Alliance strategic planning efforts, internal committee, and problem-solving oriented teams as assigned. Contribute to the Alliance's various Forests Program team efforts.
- Support external communications and partnership development.
- Other Forests Program related tasks, as assigned.

**Minimum Qualifications & Experience:**

- Bachelor's degree in forestry, wildlife biology, natural resources management, biology, environmental science, or a relevant field. A Master's degree may be substituted for 1 year of experience. Candidates with alternative education, but with extensive relevant professional experience, will also be considered.
- 2+ years relevant professional experience (including any internships) related to this position.
- Experience in project coordination and administration
- Technical knowledge of tree ecology, species identification, forest health assessment, and reforestation practices.
- Ability to work outside, sometimes in harsh conditions and long days, and occasional weekend work. Ability to lift and carry 50 pounds of weight.
- Strong communications skills, internally as part of a team and also with external audiences.
- Great time management skills, including the ability to effectively prioritize tasks.
- Problem-solver, objective decision maker.

**Supervision:** The Forests Projects Coordinator reports directly to the Forests Program Manager.

**Hours and Location:** The Forests Projects Coordinator is based at the Alliance's Lancaster, Pennsylvania office. Successful applicants will be required to reside within a one hour drive of the Lancaster, PA office. Much of the work will be in person, but the Alliance has a flexible work environment and remote work is permitted when possible. Some evening and weekend work may be required, especially during spring and fall planting seasons. Travel throughout the Chesapeake Bay watershed is needed at times with most travel consisting between 30 minutes - 2 hours from the office. The position advertised is exempt, full-time (40 hours per week).

**Wages and Benefits**: $50,000 - $56,000 annual salary, commensurate with experience. Competitive benefits include: health, dental, and vision insurance, 403b retirement fund, life insurance, professional development opportunities, vacation, sick, and holiday and other leave, and more.

**Application:** Please email your application (reference your last name and "Forests Projects Coordinator" in the subject line) to careers@allianceforthebay.org no later than **Sunday, November 15, 2026,** including: your résumé, a list of 3 professional references, and brief (up to one paragraph) answers to the following questions:

1. Describe your experience coordinating natural resource restoration projects.
2. Describe how you learn new processes and gain competency in them.
3. Describe your approach to being an effective team member.